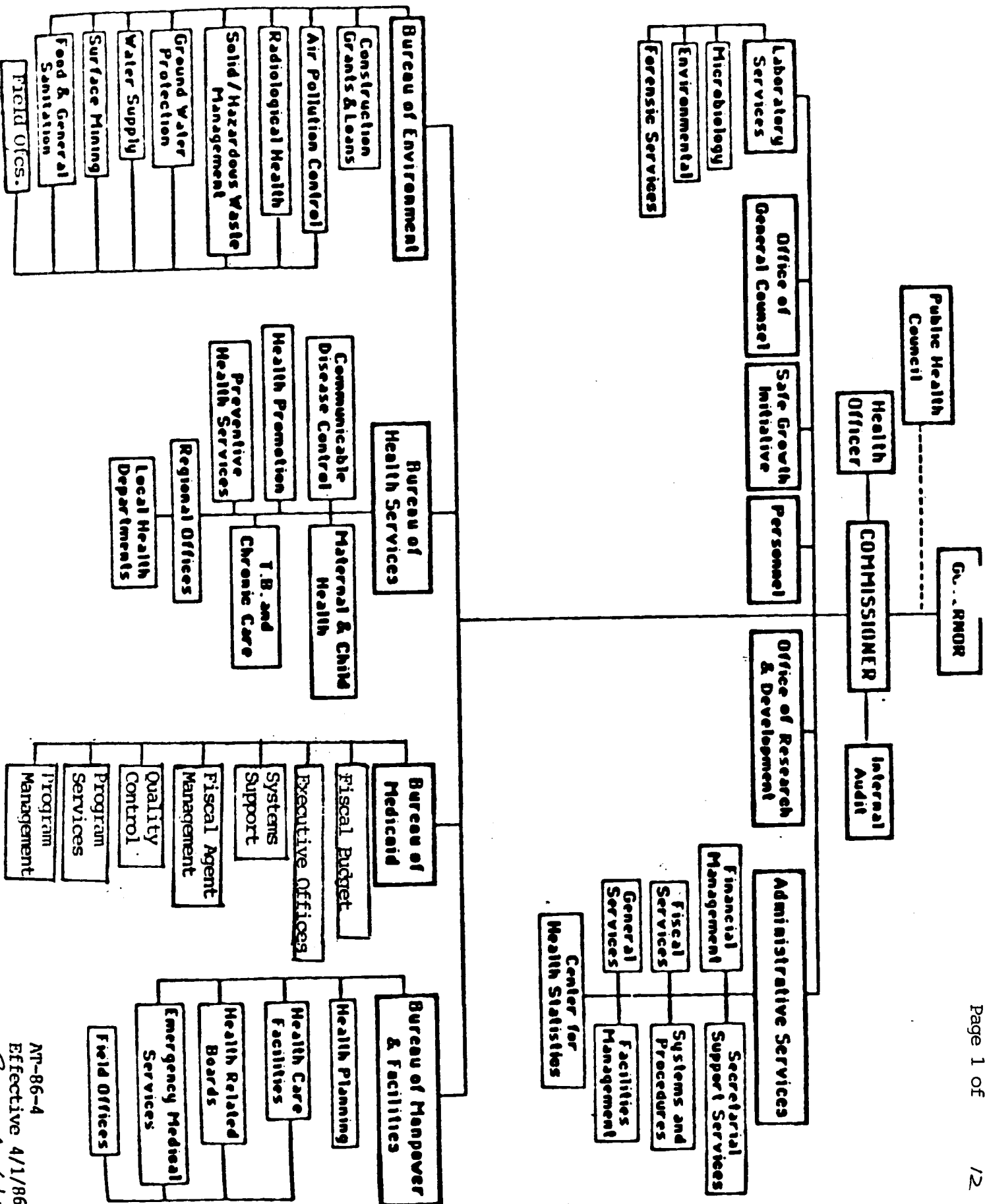


TENNESSEE DEPARTMENT OF HEALTH AND ENVIRONMENT

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TENNESSEE DEPARTMENT OF HEALTH AND ENVIRONMENT

The Tennessee Department of Health and Environment is responsible for protecting and improving the health of people living in and visiting Tennessee. Its policies are determined by the Public Health Council and administered by the Commissioner.

The following are brief descriptions of the divisions which comprise each of the major areas of the Department.

LABORATORY SERVICES

This division performs microbiological, chemical and serologic procedures in public health and provides laboratory assistance in diagnosing communicable diseases and in support of departmental programs. Biological and chemical procedures are performed in support of Water Quality, Air Pollution, Solid Waste and Radiological Health programs. Environmental Quality Assurance calibrates, maintains and certifies calibration equipment that is used to monitor environmental equipment throughout the State.

OFFICE OF GENERAL COUNSEL

This division's functions are to provide legal advice to the Commissioner and the Department; to coordinate and supervise all departmental legal matters; to represent the Department in administrative hearings; to review and approve all rules and regulations; and, to assist the Attorney General in representing the Department in court.

SAFE GROWTH INITIATIVE

The goal of the Safe Growth Initiative is to assure that as Tennessee's level of economic activity expands and as the population of the state increases, the quality environment of the state is preserved and ample opportunity is provided for Tennesseans to enjoy the benefits of the natural beauty of the state and the benefits of a clean environment. To carry out the goals of the Safe Growth Initiative, the division continues to develop legislative, budgetary, and policy changes for state government. Policy development and program management research to formulate proposal for change will be conducted. Strategies for communication and consensus building will intake public education programs, ad hoc interagency task forces to examine problems in detail, and direct work with many private sector interests. The Safe Growth Cabinet Council and the State Growth Team provide overall direction for the Initiative and report to the governor.

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PERSONNEL

This division performs the functions of employment, appointment, position classification and compensation, placement of personnel, training, employee relations, and equal opportunity assurance.

OFFICE OF RESEARCH AND DEVELOPMENT

The Office of Research and Development (O.R.D.) is a research entity which involves utilizing complex research methodologies and computer systems' technology and the combined expertise of highly professional, technical, and administrative personnel.

The multidisciplinary programs and projects of O.R.D. are for the purpose of determining and assessing the health and environmental risk factors leading to adverse health outcomes through the development of surveillance systems and the conduction of epidemiologic studies to assess the etiologies and prevention of these adverse outcomes.

ADMINISTRATIVE SERVICES

This area provides overall direction, coordination and review of administrative type services provided by the Department through the following divisions:

Division of Financial Management

This division is responsible for the coordination of all budgetary activities in the Department which includes development of the annual Appropriation and Work Program, as well as the coordination and procurement of all departmental contracts.

Secretarial Support Services

This division is responsible for providing technical and administrative direction to management and secretaries in the central office and regions, as well as the coordination and supervision of equipment and technology as it relates to the components of Office Automation throughout the State.

Division of Health Statistics

This division, records, collects, and analyzes statistical data as it relates to the Department of Health and Environment.

Systems and Procedures

This division through the use of structured system analysis studies, management analysis studies, training programs, and needs assessments provides support to the Department in the areas of Computer Literacy Training and information systems development, implementation, and operation.

Division of General Services

This division is responsible for services related to equipment purchases, contracts, vehicle maintenance, space management, and office supplies.

Fiscal Services

This division coordinates daily and detailed accounting activities regarding Accounts Payable, Payroll, WIC, Superfund, Medicaid, Bookkeeping, Surface Mining, Federal Grants, and Cost Accounting.

Facilities Management

This division is responsible for providing space for all agencies within the Department including offices, clinics, laboratories, warehouses, and parking.

BUREAU OF ENVIRONMENT

The Bureau of Environment acts as the administrative agency for the Tennessee Department of Health and Environment for the direction and regulation of all environmental activities. The Bureau is responsible for carrying out the Department's objectives in environmental areas to include development, interpretation and establishment of policies, rules and regulations and planning activities. The Bureau consists of nine administrative and regulatory divisions consisting of the Divisions of Air Pollution Control, Construction Grants and Loans, Food and General Sanitation, Ground Water Protection, Radiological Health, Solid/Hazardous Waste Management, Surface Mining, Water Pollution Control and Water Supply. The Office of Water Management, as part of the Bureau Office, establishes state water policy and coordinates the activities of all four water programs - Construction Grants and Loans, Ground Water Protection, Water Pollution Control and Water Supply. Official communication and liaison activities are initiated and maintained with the staff of various state and federal health agencies, the Governor's Office, other state agencies, members of the State's General Assembly and the United States Environmental Protection Agency. The Bureau with its nine (9) divisions and associated field offices has a total budget of approximately \$41 million with a staff complement of about 800 people.

The Bureau of Environment works in six major areas to ensure environmental quality.

Division of Air Pollution Control

This division exercises responsibility for surveillance and control of air quality throughout the State and works in accordance with the Air Pollution Control Board in implementing Tennessee's Air Quality Act.

Division of Surface Mining

This division is responsible for inspection and enforcement of surface mining of coal as it relates to National Pollutant Discharge Elimination System.

Division of Food and General Sanitation

This division is responsible for implementation of statewide laws governing food service establishments, swimming pools, hotels, mobile home parks, organized camps, and rabies control. In addition it works cooperatively with the Departments of Human Services and Education to see that sanitation standards are maintained in public schools and child care institutions. Staff also participate as members of the Quality Assurance teams which

monitor nursing homes. Staff of the Division function through the central office and environmental field offices throughout the state, and provide initial responses to complaints received by the other media of the Bureau of Environment.

Division of Radiological Health

This division is responsible for control of all ionizing radiation within the State through licensing, registration, inspection, and monitoring.

Division of Solid Waste Management

This division implements basically three state regulatory programs: the Hazardous Waste Management Program, the Solid Waste Management Program and the Hazardous Substance Site Remedial Action (or Superfund) Program. The division is responsible for the regulation of all solid waste processing and disposal facilities, and all hazardous waste storers, transporters, treaters and disposers throughout the state; distribution of state grants to local communities and distribution of state loans for the design and construction of resource recovery facilities.

Office of Water Management

The Office of Water Management consists of four separate divisions which are engaged in protection of public health and environmental quality. The Division of Water Pollution Control implements regulatory programs designed to monitor and protect the quality of Tennessee's rivers, lakes and streams. The Division of Ground Water Protection exercises regulatory control over activities which impact on the State's ground water resources. The Division of Water Supply is responsible for the drinking water regulatory program and dam safety. The Division of Construction Grants and Loans is involved in providing assistance to municipalities for pollution control and sanitation facilities. The Operator Training Center, also within the Office of Water Management, provides training to operators of water and wastewater treatment systems.

BUREAU OF HEALTH SERVICES

This bureau through direction, planning and supervision oversees the delivery of services to the citizens of the state working through the department's regional offices and in cooperation with the 95 county health departments. In addition, employee health clinics for the benefit of state employees are included in this program.

Communicable Disease

This program seeks to protect the citizens of the State from infectious diseases with known methods of prevention. This is accomplished through epidemiological investigations of acute communicable diseases, assessing immunization status of pre-school and school children and assisting regional and local health departments in immunizing these age groups, immunization programs for influenza of high risk groups, and investigation, diagnosis and treatment of cases of venereal diseases. Epidemiological and consultative assistance is provided to local health departments, private physicians, health care institutions, and the public regarding infectious disease control.

Tuberculosis and Chronic Care

This section provides funds and assistance for securing preventive care, treatment, counseling and education of patients suffering from epilepsy, chronic and end stage renal disease, hemophilia, and hospitalization for tuberculosis patients. Tuberculosis case investigation, follow-up and outpatient administrative direction and assistance in implementation of black lung and refugee assistance grant programs. Assistance is also provided to local health departments which provide home health care to convalescent/chronically ill patients.

Preventive Health Services

The Preventive Health Services Section is an administrative unit within the Bureau of Health Services Administration providing service activities that are primarily health prevention oriented. The section is comprised of five divisions: (1) Nutrition/WIC, (2) Dental Health Services (3) Physician Placement, (4) Rape Prevention, and (5) Health Access.

Health Promotion

Health Promotion seeks to reduce premature death, disease, and injury through a combination of preventive programs and wellness initiatives. Both the lifestyle enhancement and community health promotion efforts of the section are aimed at assisting communities and individuals in helping themselves by promoting health lifestyle practices. Specific program activities include: Child Safety and Injury Control, Hypertension, the Statewide Resource Center, Risk Reduction/Risk Assessment projects, Wellness Training Institute, Preventive Health Counseling and Employee Health Service.

Maternal/Child Health

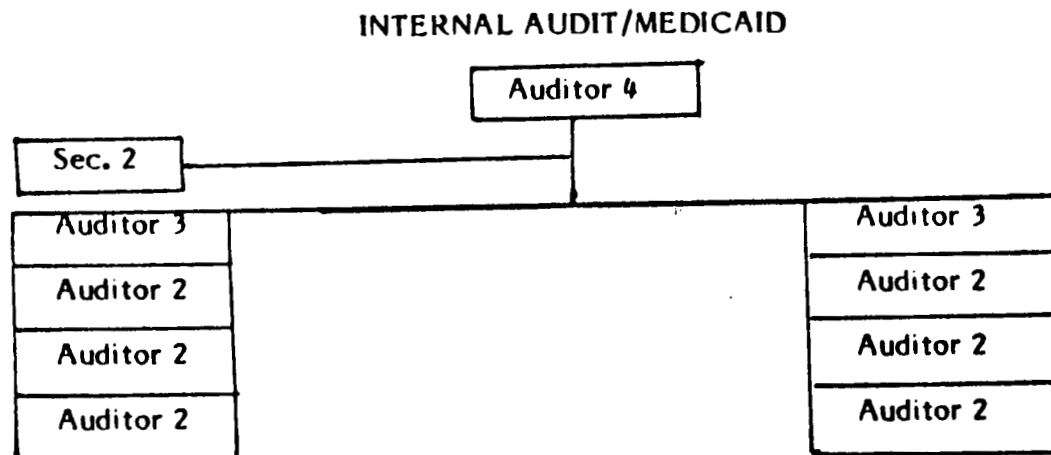
Maternal and Child Health Services, available in every county in Tennessee, are intended to further the overall maternal and child health goal. This goal is to reduce morbidity (preventable disease conditions) and mortality (deaths) associated with reproduction and childhood by developing a system of prenatal and child care services covering the periods of pregnancy, interconception, infancy, childhood, and adolescence, and assure that mothers and children, regardless of income, have access to quality maternal and child health services.

The Maternal and Child Health Section is organized into five divisions: Child Health Services includes well child care, Infant Follow-up, EPSDT and SIDS; Services to Handicapped Children encompasses Crippled Children Services, Speech and Hearing and SSI; Center Based Programs include High Risk Perinatal and Genetics; Reproductive Health covers the Prenatal program and the Family Planning; An administrative unit provides consultation in administrative and fiscal functions, planning, MCH nursing, medical social counseling and nutrition.

In every instance, to all programs, priority attention is given to those with low income and limited availability of health services.

Regional Coordination

This section's responsibilities are to render health services and care to the people in their local communities and to protect and improve the health of the citizens of Tennessee through the services of the local health departments, the regional health offices and the activities of this program.



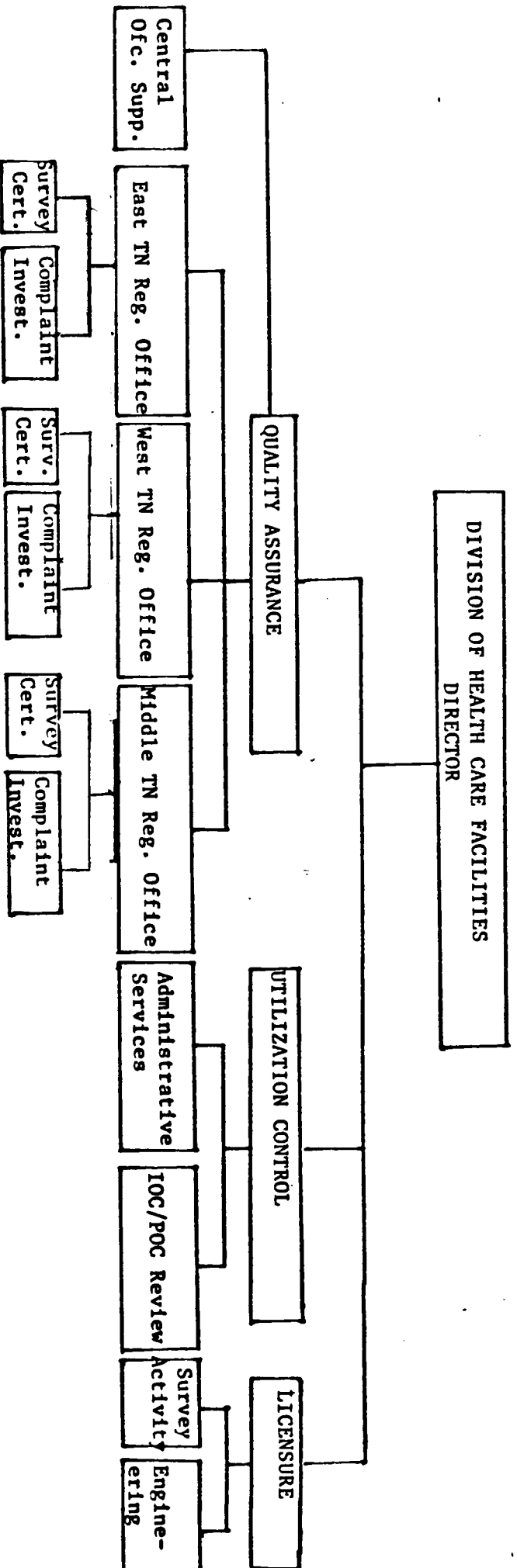
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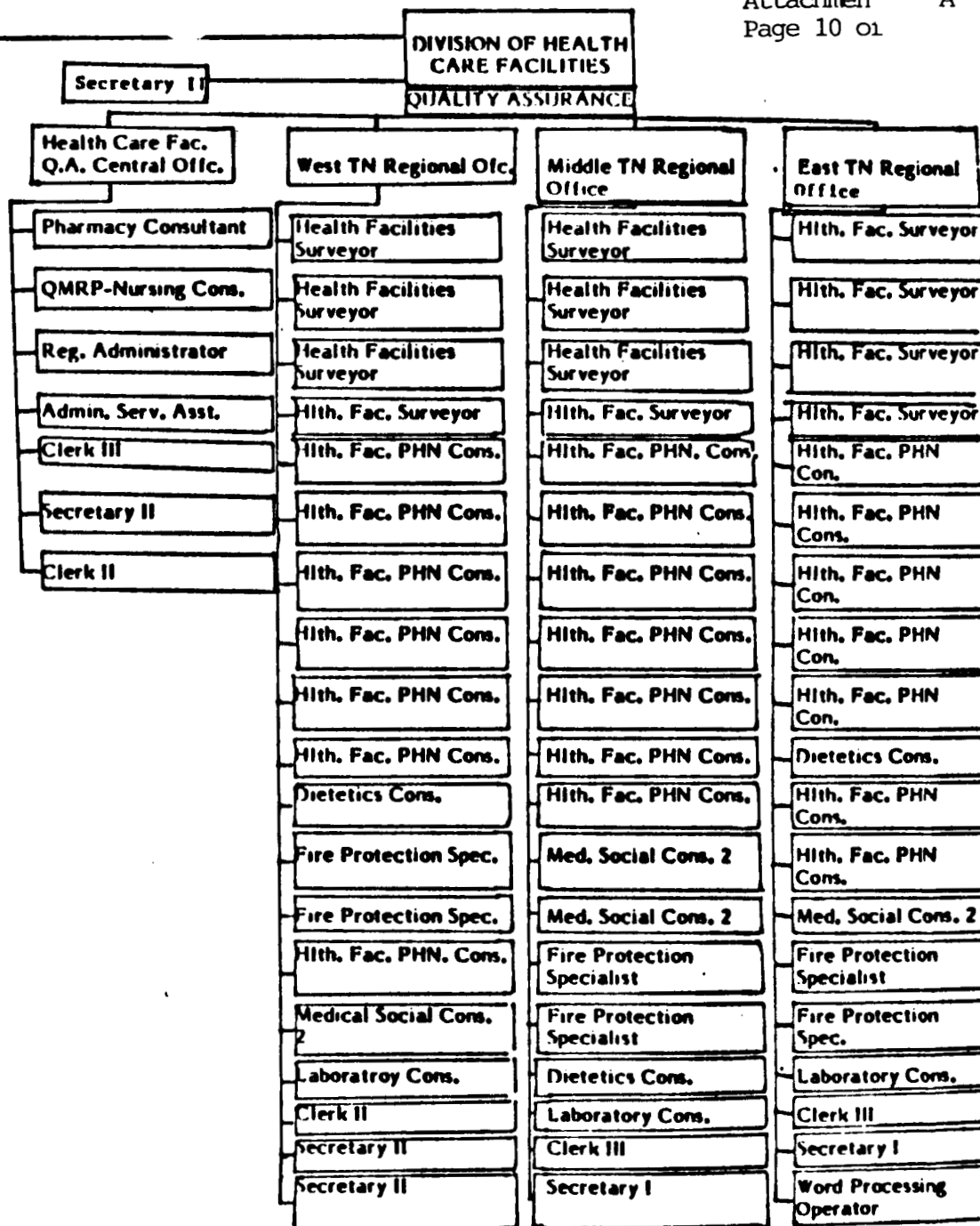
INTERNAL AUDIT

This division basically serves the Commissioner by providing independent review of the operations of the Department. A by-product of this is service to all levels of management within the Department. Also, this office does cooperative audits with the Comptroller's Office in which both units work together on audits.

Medicaid Section - performs the federally mandated Claims Processing Assessment System (CPAS) and, performs other audits of the Medicaid Bureau as necessary.

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BUREAU OF MANPOWER & FACILITIES
DIVISION OF HEALTH CARE FACILITIES

The Division of Health Care Facilities within the Bureau of Manpower and Facilities is charged with total management responsibilities for the Quality Assurance Program, Engineering Technical Services, the Licensure Program, and the Utilization Control Program. The primary function the Division of Health Care Facilities perform for Medicaid utilizing skill professional staff includes conducting Independent Professional Reviews of Intermediate Care Facilities and Mentally Retarded Facilities; Medical Reviews of Skilled Nursing Facilities; and Under 21 and Over 65 Psychiatric Reviews in Mental Hospitals. The Division of Health Care Facilities also performs on-site patient evaluation for Medicaid that is in compliance with Code of Federal Regulations 456 sub-part I.

QUALITY ASSURANCE

Quality Assurance Program is responsible for the survey and certification process for health care facilities participating in the Medicare and Medicaid programs. This includes hospitals, skilled nursing facilities, home health agencies, independent laboratories, rehabilitation centers, intermediate care facilities, home health agencies, rehabilitation centers, end-stage renal dialysis centers, community health centers, rural health clinics and ambulatory surgical centers.

In order for a facility to obtain certification an indepth survey is conducted by a team of professional disciplines which include health facilities surveyors, nursing consultants, dietary consultants, and activities consultants. To continue certification, an annual re-survey of each facility must be conducted. The various disciplines provide consultative services regarding the quality of care given to the residents. Quality Assurance is responsible for consolidating the Independent Professional Review and Medical Review with the Quality Assurance Certification survey.

UTILIZATION CONTROL

Utilization Control is responsible for assuring that an effective Utilization Control program is operational in Tennessee and that federal regulations are met. This includes the requirements of preadmission, certification, and recertification, plan of care and utilization review for all Medicaid recipients in long term care facilities and medical reviews conducted in each facility annually with 100% review of medical records and on-site visit of each Medicaid recipient. Utilization Control has responsibility for coordinating Independent Professional Reviews of Intermediate Care Facilities and Mentally Retarded Facilities; Medical Reviews of Skilled Nursing Facilities; and Under 21 and Over 65 Psychiatric Reviews in Mental Hospitals with the Quality Assurance Section. Utilization Control maintains liaison with the three Regional Medical Care Administrators. IPR/MR Reviews are consolidated with the certification surveys.

This section provides the Reporting System Coordination in conjunction with Quality Assurance. The scheduling and reporting of long term care reviews is coordinated by Utilization Control with the three Quality Assurance Regional Offices. Reports on the quality of patient care are compiled by this unit for follow-up by the facility. Plans of Correction from the facilities are forwarded to the Utilization Control Section and reviewed by the Utilization Control nurse.

Final disposition of the Plan of Correction is carried out by this unit. Either resolution with the respective facility or referral to the Division of Medicaid for appropriate action.

A complete report to the Department of Health and Human Resources, Atlanta Regional Office, is submitted quarterly outlining the Reviews. Utilization Control records are audited by HHS, Atlanta, annually.

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LICENSURE

The Licensure Program in the Division of Health Care Facilities, and under the Board for Licensing Health Care Facilities, has the responsibility for planning and coordinating procedures for licensing hospitals, nursing homes, homes for the aged, home health agencies, ambulatory surgical treatment centers, and residential homes for the aged. All facilities not certified for federal programs and those accredited by the Joint Commission on Accreditation of Hospitals are surveyed for licensing by the Licensure Staff. Licensing surveys for federally certified facilities are completed by the Quality Assurance survey teams on an annual basis. Surveys to determine compliance with licensing standards are conducted on renovations, additions, alterations, and new construction of health care facilities. The Licensure Program is responsible for taking action against unlicensed facilities in accordance with applicable laws.